

## Town of Darien

Title:            Senior Center Coordinator

GRADE A-3

**Job summary:** Plans, administers, organizes, and directs the activities of the Senior Center. Work includes performing a wide range of planning and management functions to administer, budget, and coordinate special services designed to meet the social, recreational and cultural interests of elderly citizens. Also responsible for coordinating health education and prevention, and social services with the Health and Social Services departments.

**Supervision received:** Receives direction from the Parks & Recreation Director. Works independently and establishes priorities within general work assignment.

**Supervision exercised:** Provides general supervision and direction to a part-time Senior Programs Assistant, part-time Chef, and other staff/volunteers as appropriate.

### **Examples of essential job duties:**

- Plans, organizes and implements activities, events, and programs for senior citizens. Participates in near-term and long planning for services to meet the needs of the elderly. Develops recreational, cultural and social activities and programs.
- Develops, schedules, plans and implements special events, such as health education, driver education, and participation in community social and cultural programs. Oversees daily noon meals, including supervision of staff, volunteers and setting up of facilities. Oversees the maintenance of the Center and coordinates maintenance activities with the Parks & Recreation Director.
- Greets elderly citizens and visitors to Center. Provides information on programs and activities. Works closely with the Social Services and Health departments in meeting the diverse needs of elderly citizens and coordinating services whenever possible.
- Tactfully monitors the welfare of program clients and renders or arranges appropriate support or referral to the Social Services Department. Interacts with clients, maintaining personal information on medical need, special talents and interests.
- Obtains program leaders or instructors, or leads activities, programs as necessary. Coordinates volunteer activities including recruiting, training, assigning and supervising volunteers for various activities and functions at the Center.
- Provides community outreach to attract new participants and promote understanding of the Center's purpose and support for its programs.
- Prepares public relations information, including brochures, booklets, and news releases to publicize activities and programs. May speak to civic and social organizations to inform them of elderly citizen programs and activities, and to encourage participation in such programs, activities, etc.

- Prepares for submission to the Board of Selectmen, operating and capital improvement recommendations for the annual Town Budget. Administers approved budget. Purchases supplies, maintains inventory and operates within budgetary constraints.
- Prepares narrative and statistical reports to track Center activity.
- Seeks and prepares grant funding requests as appropriate and available to support the programs and needs of the Senior Center. Builds relationships with the public and business community for fundraising/sponsorship opportunities as appropriate and approved.

**Examples of incidental job duties:**

- Participates in professional organizations concerned with the elderly to remain current in the field. Contacts health, social and cultural agencies to obtain information on various programs for elderly citizens.
- Requisitions materials and supplies for program activities as necessary, and encourages community support in the form of monetary and in-kind contributions.
- Performs other related duties as required.

**Minimum qualifications required:** The skills and knowledge required would generally be acquired with a Bachelor's degree in Social Work, Recreation Administration, or a related field with training in recreation, gerontology, or leisure activities; two years of increasingly responsible experience in recreational programming or working with the elderly in a position requiring planning and scheduling; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Knowledge, skills and abilities required:** A working knowledge of the psychological, social and health needs of the elderly. A working knowledge of issues and problems affecting the elderly and a genuine desire to assist them in maintaining their independence. A working knowledge of federal, state and regional programs available to the elderly. Ability to plan and implement a variety of social, cultural and recreational activities. Working knowledge of effective methods of outreach and promotion to the community. The ability to establish and maintain an effective working relationship with other departments, employees, volunteers and the general public.

**Physical, mental exertion/environmental conditions:** Performs duties in a recreational environment. Physical exertion related to leading recreational activities, including lifting, moving tables, setting up activities, etc. Irregular and short-term exposure to computer screen. Intermittent exposure to stress in responding to the social, health and personal needs of the elderly.

**License or certificate requirements:** A Connecticut Motor Vehicle Operator's license desirable. Certified in First Aid, Adult CPR, and in the use of an Automatic External Defibrillator (AED).

**Note:** The description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.